

SECTION 2: Employment (to be completed by employer)Name of Employee: Melissa Velasquez Job Title: Director Continuing EducationEmployment Start Date: September 21, 2009 Employment End Date (if applicable): June 30, 2014Average Number of Hours Worked Per Week: 5-40+
(If under 36 hours, please provide copy of work schedule)Facility Name: Northern New Mexico CollegeFacility Address: 921 Paseo de OñateCity: Espanola County: Rio Arriba State: NM Zip: 87532Name of Person Completing Form: Donna M. CastroTitle of Person Completing Form: Director of Human Resources Phone Number: (505)747-2160Employer Email Address: donna.castro@nnmc.edu

I Donna M. Castro hereby certify that the information on section 2 of this application is true and complete to the best of my knowledge. If asked by the New Mexico Higher Education Department I will provide proof of the information I have given on section 2 of this application. I understand all information can and will be used in a legal capacity if necessary.

Donna M. Castro
Signature

October 27, 2017

Date

*In addition to section 2, you MUST attach a letter on official letterhead from your employer/Human Resources Department with verification of employment, profession, start date, and hours worked weekly.

* The New Mexico Higher Education Department reserves the right to contact the employer to verify any information reported on this form.

2048 Gallileo Street, Santa Fe, New Mexico 87505
Toll Free Phone: 1-800-279-9777, Fax: 505-476-8454 www.hed.state.nm.us

Office of Human Resources

NORTHERN New Mexico College



October 27, 2017

**RE: Employment Verification
Melissa Velasquez**

To Whom It May Concern:

This letter is to verify that Ms. Melissa Velasquez [REDACTED] was employed with Northern New Mexico College. She began employment on September 21, 2009 and ended on June 30, 2014. Listed below are the positions she held while employed with Northern New Mexico College:

09/21/2009 - 12/12/2009	Part-Time Instructor: 66 total hours
01/11/2010 - 05/14/2010	Part-Time Instructor: 51 total hours
04/19/2010 - 01/31/2012	Director, Adult Basic Education: 40 hours per week
08/23/2010 - 12/12/2010	Part-Time Instructor: 8 hours per week
01/16/2012 - 05/11/2012	Part-Time Instructor: 10.4 hours per week
02/01/2012 - 06/30/2012	Interim Director, El Rito Campus: 40 hours per week
08/19/2013 - 12/13/2013	Part-Time Instructor: 10.4 hours per week
07/01/2012 - 10/15/2013	Director, El Rito Campus: 40 hours per week
10/16/2013 - 06/30/2014	Director, Continuing Education: 40 hours per week

Please contact me at (505)747-2160 if you have any questions or need additional information.

Sincerely,

Donna M. Castro
Director of Human Resources



NORTHERN
Human Resources Department

Human Resources Personnel Action Form

Form: PAF
Developed 8/23/13
Rev 05/28/14

Today's Date: 5/30/2014

Proposed Effective Date: 6/30/2014

Effective Date: 6/30/2014

Action Request: **Employee Status: Reduction in Force (RIF)**

Position Status: **Choose an Action**

Personnel Information: *Required for employee actions

*Employee Name: Melissa Velasquez	*Banner ID: 000051790	Social Security: [REDACTED]	DOB: [REDACTED] 1980	Gender: Female
Address: [REDACTED]	Phone #: [REDACTED]		Ethnicity: Select One.	Highest Degree: MA
Emergency Contact Name:	Phone #: () -	Address:	Relationship:	
If transfer Transfer from Position Number:	Transfer To Position Number :	Union Eligible: <input type="checkbox"/> Yes <input type="checkbox"/> No		

Position Information

Ad Request: <input type="checkbox"/> Internal <input type="checkbox"/> External Number of Days _____ Advertisements will be posted for a minimum of five days.	Previous Incumbent: (if applicable) Name: _____	Banner ID: _____
Hiring Chair: _____	Faculty: <input type="checkbox"/> Tenure Track <input type="checkbox"/> Non Tenure Track	
<input type="checkbox"/> New Position <input type="checkbox"/> Vacant Position	<input type="checkbox"/> Faculty <input checked="" type="checkbox"/> Staff <input type="checkbox"/> Student <input type="checkbox"/> Work Study	<input checked="" type="checkbox"/> Regular <input type="checkbox"/> Temp
<input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time	<input type="checkbox"/> Non FLSA Covered (Salaried Position)	<input type="checkbox"/> FLSA Covered (Time Sheets Required)
	<input type="checkbox"/> Time Sheet Required	
Job Title: Director	Position Number: 102101	
Department Name:	Reporting Official:	
Campus Location: <input type="checkbox"/> Espanola <input type="checkbox"/> El Rito <input type="checkbox"/> Other	Office Phone: () -	
Funding Source: <input type="checkbox"/> I&G <input type="checkbox"/> Grant <input type="checkbox"/> Other _____	Contract Term:	
Grant Program Name:	Staff: <input type="checkbox"/> 12 mos Other _____	
Grant Expiration Date: Click here to enter a date.	Faculty: <input type="checkbox"/> 9 mos <input type="checkbox"/> 10 mos <input type="checkbox"/> 11 mos <input type="checkbox"/> 12 mos	
	Student: <input type="checkbox"/> Currently Work Study: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Account/Grant/Program No: 11000-1021-61301-131	FTE: 1.00	Amount: \$
Account/Grant/Program No:	FTE:	Amount: \$
(Must Equal Contract or Estimated Amount)		Total: \$ 0.00
Notes:		

Compensation

Start Date: Click here to enter a date.	Salary Amount: \$ 70,000.00	Total Hours Authorized:
End Date: 6/30/2014	Stipends: \$	Weekly Hours Authorized:
Probation Ends: Click here to enter a date.	Other: \$	Hourly Rate: \$ (if applicable)
	Total Contract: \$ 70,000.00	Total Estimated: \$ 0.00
Salary Range: From: \$		To: \$
Current Salary: \$	Proposed Salary: \$	Salary Increase \$ 0.00 Percentage:
Budget Check:	Job Title:	Date: Click here to enter a date.

Completed By: Antoinette Jiron

Job Title: HR Generalist

Phone: (505)747-2162

Date: 5/30/2014

Employee Signature:

Date:

Executive Signature:

Date:

8-9-14

Office of Human Resources

NORTHERN New Mexico College



May 6, 2014

Melissa Velasquez
P.O. Box 660
Abiquiu, NM 87510

Dear Ms. Velasquez:

This letter is to inform you that Northern New Mexico College will be implementing a Reduction in Force (RIF) effective June 30, 2014. You and your position are included in the RIF and therefore, you will not be reemployed during the upcoming fiscal year.

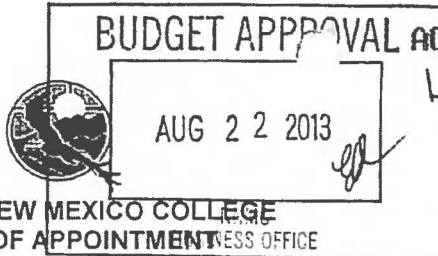
Prior to the effective date of the RIF the College will attempt to place you into a vacant full-time position that is approved to be filled, for which you may qualify. If you do not accept the offered position that is of equal or greater pay than your previous salary, you shall have no recall rights. If you are not reemployed with the College prior to the effective date of the RIF you shall have recall rights for a period of no longer than one calendar year from the effective date of the RIF. In the event that you are notified of a vacant position that you may qualify for you will have fifteen (15) calendar days to accept the position. If you do not accept the position you will have no further rights to reemployment. Failure to respond within this timeframe shall be considered a refusal of employment. Therefore, in order to assist you through this process we would request that you provide us with a current resume so that we can keep you informed of current or future vacancies that you may qualify for.

RIF employees may continue to participate in health insurance benefits by contributing the full premium in accordance with the provisions of the New Mexico Public Schools Insurance Authority. My staff is available should you have questions regarding current and/or future benefits, pay, leave balances, etc. You will be paid through June 30, 2014, and you will receive your last pay check on July 3, 2014, and it will be processed as normal. If you have questions or need additional information please let me know.

Thank you,

Bernie E. Padilla
Director of Human Resources

cc: Dr. Anthony Sena, Provost and Vice President of Academic Affairs
Personnel File



AUG 21 PM 03:31

114-2268-011

NORTHERN NEW MEXICO COLLEGE
LETTER OF APPOINTMENT BUSINESS OFFICENAME: **MELISSA VELASQUEZ**BANNER ID: **000051790**

ADDRESS:

(P.O. BOX, STREET OR RRT)

(CITY, STATE AND ZIP CODE)

DOB: [REDACTED] 1980

ETHNICITY: **HISPANIC**

HOME TELEPHONE NUMBER: [REDACTED]

WORK TELEPHONE NUMBER:

E-MAIL ADDRESS: **mvelasquez@nnmc.edu**DEGREE(S): **MS**

ARE YOU CURRENTLY CONTRIBUTING TO ERA OR AT ANOTHER INSTITUTION? YES NO

RETIRED FROM NEW MEXICO ERA? YES NO

	COURSE / SECTION	COURSE TITLE	LAB / THEORY	CREDIT HRS.	\$ / CREDIT HR.	SUB-TOTAL
24	# 12448 ES 112-203	Intro to Environmental Science	T	3	\$646.42	\$1,939.26
		Web delivery			\$150.00	\$450.00
24	# 12450 ES 112L-203	Intro to Environmental Science Lab	L	1	\$969.63	\$969.63
		Web delivery			\$150.00	\$150.00
TOTAL				4		\$3,508.89

THIS CONTRACT IS CONTINGENT UPON FULL ENROLLMENT IN EACH CLASS

24 enrolled - should it be cloud already?
(STAFF/ADJUNCT FACULTY INITIALS)

*FULL-TIME STAFF ONLY: I understand courses listed above must be taught during non-duty hours only and will not conflict or interfere with my FT staff responsibilities. Written approval from my immediate supervisor to teach the listed courses must accompany each Letter of Appointment prior to processing.

(STAFF INITIALS)

ACCOUNT NUMBER: **11000-2268-61103-101**DEPARTMENT: **MATH AND SCIENCE
ENVIRONMENTAL SCIENCE
FALL SEMESTER**TOTAL AMOUNT COMPENSATED: **\$3,508.89**START DATE: **AUGUST 19, 2013**ENDING DATE: **DECEMBER 8, 2013**

13

APPROVAL BY BUSINESS OFFICE: _____



EMPLOYEE

CHAIR

PROVOST

PRESIDENT

DATE

DATE

DATE

DATE

NORTHERN New Mexico College



STAFF CONTRACT

Northern New Mexico College hereby employs Melissa Velasquez for the position of Director for the 2013-2014 fiscal year, or a portion thereof, beginning on July 1, 2013 and ending June 30, 2014 at a base salary of \$ 70,700.00 to be paid on a pro-rated basis.

This agreement cancels all other existing agreements for the period and services covered, and acceptance of this contract is indicated by the signature of the recipient. This contract may be cancelled by the Board of Regents for cause as outlined in the current Staff Handbook. In addition, this contract may be cancelled/modified if (a) a condition exists in which Northern New Mexico College suffers insufficient funding by lack of sufficient appropriation of funds by either the local, state or federal government; (b) there is a reduction in personnel as required as a result of decreased enrollment or other revision of educational programs; and/or (c) the program in which the recipient is employed ceases. Furthermore, the College may, in its sole discretion, modify your duties and/or assignments including reassigning or transferring you to another position and/or location within Northern New Mexico College.

This contract requires the recipient to adhere to (a) the duties defined in the approved job description; (b) all staff responsibilities and duties as set forth in the current Staff Handbook; and (c) all Board of Regents and institutional policies, procedures and administrative directives, in effect or adopted hereafter. In order to make this contract binding, the staff member must sign all required policy acknowledgments and other designated documents required by the College. If the staff member refuses to sign required acknowledgement documents or if the staff member in any way attempts to modify this contract form, the College will treat such actions as a rejection of the contract offer, and the College will then have the ability to offer the position to other candidates.

The Staff Handbook may be revised during the term of this contract. If the Handbook is so revised, this contract is automatically amended to include all changes made in said revision, effective the date of the revision.

The staff member understands that no other verbal communication by any representative of the College may in any way modify this contract, either expressly or impliedly. This agreement may only be modified by written agreement signed by the staff member and an authorized representative of the College.

All new employees shall serve a probationary period for the initial six (6) months after initial employment. During or at the end of the probationary period or any extension thereof, the employment of a probationary staff member is "at-will" and such employment may be terminated by the President for any reason or for no reason at all.

Melissa Velasquez 7-18-13
Staff Signature Date

Nay Rangel
President Date

Banner ID: 000051790

June 2013



NORTHERN NEW MEXICO COLLEGE

921 Paseo de Oñate
Española, NM 87532

P.O. Box 160
El Rito, NM 87530

PERSONNEL ACTION NOTICE

EMPLOYEE PROFILE

☐ New ☒ Re-hire ☐ Transfer ☐ Termination ☒ Staff ☐ Faculty ☐ Student ☒ Exempt ☐ Non-Exempt

Employee Name: Melissa Velasquez Position Number: 102101 Banner ID: 000051790
Address: [REDACTED] City: [REDACTED] State: [REDACTED] Zip: [REDACTED] Social Security: [REDACTED]
Phone: [REDACTED] DOB: [REDACTED] 80 Gender: F Ethnicity: Hispanic Highest Degree: MA
Emergency Contact Name: [REDACTED] Emergency Contact Phone: [REDACTED]

EMPLOYMENT INFORMATION

Department: El Rito Campus Grant/Program Name: ☒ Regular ☐ Temporary ☐ TERM
Reporting Official: Job Title: Director ☒ Full-Time ☐ Part-Time

Effective Date: <u>07/01/2013</u>	Salary Amount: <u>\$70,700.00</u>	Hours Authorized: <u> </u> Hourly Rate: (if applicable) <u> </u> Total Estimated: <u> </u>
End Date: <u>06/30/2014</u>	Stipends: <u> </u>	
Probation Ends: <u> </u>	Other: <u> </u>	
Range: <u> </u> Step: <u> </u>	Total Contract: <u>\$70,700.00</u>	

BUSINESS OFFICE

Account/Grant/Program No: <u>11000-1021-61301-131</u> FTE: <u>100</u>	Amount: <u>\$70,700.00</u>
Account/Grant/Program No: <u> </u> FTE: <u> </u>	Amount: <u> </u>
Account/Grant/Program No: <u> </u> FTE: <u> </u>	Amount: <u> </u>
(Must Equal Contract or Estimated Amount)	TOTAL <u>\$70,700.00</u>

Action Reason:

SIGNATURES

Employee Signature M. Velasquez Date 7-18-13
Executive Signature Nay Rangel Date



NORTHERN NEW MEXICO COLLEGE

51790
2537.50

STAFF EMPLOYEE CONTRACT ADDENDUM

Northern New Mexico College and its employee, MELISSA VELASQUEZ, agree that the following paragraph will replace the first paragraph of the attached Staff Contract, signed on 06/28/2012. All other contract provisions remain in place and in full force and effect.

Northern New Mexico College hereby employs MELISSA VELASQUEZ for the fiscal year, or portion thereof, beginning on 11/01/2012 and ending 06/30/2013. Effective on November 1, 2012, staff member will be paid at a pro-rated rate of \$ 60,900 per year for the remainder of the current fiscal year as per the salary increase approved by the Board of Regents on October 25, 2012. This contract rate will be paid for the remaining 16 installments in the current fiscal year, beginning on 11/01/2012.

Rosy Bancelo
NNMC President

11/8/12
Date

Melissa Velasquez
Employee

11/13/12
Date



NORTHERN NEW MEXICO COLLEGE

921 Paseo de Oñate
Española, NM 87532

P.O. Box 160
El Rito, NM 87530



PERSONNEL ACTION NOTICE

EMPLOYEE PROFILE

☐ New ☐ Re-hire ☐ Transfer ☐ Termination ☒ Staff ☐ Faculty ☐ Student ☐ Exempt
☐ Non-Exempt

Employee Name: Melissa Velasquez Position Number: 102101 Banner ID: 000051790
Address: City: State: Zip: Social Security:
Phone: DOB: 19 Gender: E Ethnicity: H Highest Degree: MA

Emergency Contact Name: Emergency Contact Phone:

EMPLOYMENT INFORMATION

Department: El Rito Campus Grant/Program Name: ☒ Regular ☐ Temporary ☐ TERM
Reporting Official: Sr. Anthony Sena Job Title: Director El Rito Campus ☐ Full-Time ☐ Part-Time

Effective Date: <u>07/02/2012</u>	Salary Amount: <u> </u>	Hours Authorized: <u> </u> Hourly Rate: (if applicable) <u> </u> Total Estimated: <u> </u>
End Date: <u>06/30/2013</u>	Stipends: <u> </u>	
Probation Ends: <u> </u>	Other: <u> </u>	
Range: <u> </u> Step: <u> </u>	Total Contract: <u> </u>	

BUSINESS OFFICE

Account/Grant/Program No: <u> </u> FTE: <u> </u>	Amount: <u> </u>
Account/Grant/Program No: <u> </u> FTE: <u> </u>	Amount: <u> </u>
Account/Grant/Program No: <u> </u> FTE: <u> </u>	Amount: <u> </u>
(Must Equal Contract or Estimated Amount)	TOTAL <u> </u>

Action Reason:

SIGNATURES

Employee Signature <u> </u>	Date <u>9/18/12</u>
Executive Signature <u> </u>	Date <u>9/27/2012</u>



NORTHERN NEW MEXICO COLLEGE

PERSONNEL ACTION REQUEST

SECTION I

<input type="checkbox"/> New	<input type="checkbox"/> Re-hire	<input type="checkbox"/> Transfer	<input checked="" type="checkbox"/> Staff	<input type="checkbox"/> Faculty	<input type="checkbox"/> Student	<input checked="" type="checkbox"/> F/T	<input type="checkbox"/> P/T
Employee Name: <u>Melissa Velasquez</u>		Department: <u>El Rito Campus</u>		Job Title: <u>Director-El Rito Campus</u>			
Reporting Official: <u>Dr. Anthony Sena</u>							
Banner #: <u>61301</u>	Annual Salary: _____	HOURLY RATES ONLY					
Current Position #: <u>102101</u>	Stipend: _____	Hourly Rate: _____					
Currently Work Study? <input type="checkbox"/> Yes <input type="checkbox"/> No	Other: _____	Hours Authorized: _____					
TOTAL: _____		TOTAL HOURLY FUNDS: _____					
Notes: <u>This PAR is will effect a title change in Ms. Velasquez' assignment. This will remove the title of "Interim-Director" and replace it on her offical records as "Director". There is no salary change, at this time, with this action.</u>							
Requestor Name/ Phone: <u>Dr. Anthony Sena</u>		Job Title: <u>Provost/VPAA</u>					
Date: <u>7/02/12</u>							

SUBMIT TO HR ELECTRONICALLY ONLY (VIA EMAIL)

SECTION II

<input checked="" type="checkbox"/> REG <input type="checkbox"/> TEMP <input type="checkbox"/> TERM	<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	GRADE: _____
NEW POSITION NR: _____	<input type="checkbox"/> Timesheets Required	STEP: _____
HR Proposed Start Date: <u>7/01/2012</u>	HR Proposed End Date: <u>6/30/2013</u>	Date: _____
HR Approval: _____	Job Title: _____	

SECTION III

Account No: _____	FTE %: _____	Amount: \$ _____
Account No: _____	FTE %: _____	Amount: \$ _____
Account No: _____	FTE %: _____	Amount: \$ _____
(Must Equal Contract or Estimated Amount)		TOTAL \$ _____
Budget Approval: _____	Job Title: _____	Date: _____

NOTE: Supervisors will be subject to disciplinary action if they allow employees to begin work before all the paperwork is fully executed. HR will contact the requestor for an actual start and end date when required actions have been completed. Attach the Job Description. **CHANGES TO THE JOB DESCRIPTION MUST BE REVIEWED AND APPROVED IN ADVANCE BY HR** to avoid delay in processing.



NORTHERN NEW MEXICO COLLEGE
LETTER OF APPOINTMENT

NAME: VELASQUEZ, MELISSA

BANNER ID: 000051790

ADDRESS: [REDACTED]

(P.O. BOX, STREET OR RRT)

(CITY, STATE AND ZIP CODE)

DOB: [REDACTED] 1980

ETHNICITY: HISPANIC

HOME TELEPHONE NUMBER: [REDACTED]

WORK TELEPHONE NUMBER: [REDACTED]

E-MAIL ADDRESS: mvelasquez@nnmc.edu

DEGREE(S): MS

ARE YOU CURRENTLY CONTRIBUTING TO ERA OR AT ANOTHER INSTITUTION? YES

NO

RETIRED FROM NEW MEXICO ERA? YES

NO

COURSE / SECTION	COURSE TITLE	LAB / THEORY	CREDIT HRS.	\$ / CREDIT HR.	SUB-TOTAL
20 20 # 21319 ES 112-201	Intro to Environmental Science (BLKBD)	T	3	\$646.42	\$1,939.26
# 22311 ES 112L-202	Intro to Environmental Science Lab (BLKBD)	L	1	\$969.63	\$969.63
	Web Delivery			\$150.00	\$600.00
TOTAL			4		\$3,508.89

THIS CONTRACT IS CONTINGENT UPON FULL ENROLLMENT IN EACH CLASS

(STAFF/ADJUNCT FACULTY INITIALS)

*FULL-TIME STAFF ONLY: I understand courses listed above must be taught during non-duty hours only and will not conflict or interfere with my FT staff responsibilities. Written approval from my immediate supervisor to teach the listed courses must accompany each Letter of Appointment prior to processing.

(STAFF INITIALS)

ACCOUNT NUMBER: 11000-2268-61103-101

DEPARTMENT: MATH AND SCIENCE (ES)

TOTAL AMOUNT COMPENSATED: ~~\$3,508.89~~ 3,508.89

START DATE: JANUARY 16, 2012

ENDING DATE: MAY 11, 2012

APPROVAL BY BUSINESS OFFICE: [Signature] 1/23/12

SIGNATURES

EMPLOYEE

[Signature]

DATE

1-18-12

CHAIR

[Signature]

DATE

1-18-12

PROVOST

[Signature]

DATE

1-20-2012

PRESIDENT

[Signature]

DATE

[Signature]



NORTHERN NEW MEXICO COLLEGE

Staff Contract

Northern New Mexico College hereby employs Melissa Velasquez for the position of El Rito Campus Director - Interim for the fiscal year, or portion thereof, beginning on July 1, 2012 and ending June 30, 2013 at an annual salary of \$60000 to be paid in 24 installments, beginning on July 20, 2012.

This agreement cancels all other existing agreements for the period and services covered, and acceptance of this contract is indicated by the signature of the recipient. This contract may be cancelled by the Board of Regents for cause as outlined in the current Staff Handbook. In addition, this contract may be cancelled if (a) a condition exists in which Northern New Mexico College suffers insufficient funding by lack of sufficient appropriation of funds by either the state or federal government; (b) there is a reduction in personnel as required as a result of decreased enrollment or other revision of educational programs; and/or (c) the program in which the recipient is employed ceases. Furthermore, the College may, in its sole discretion, modify your duties and/or assignments including reassigning or transferring you to another position within Northern New Mexico College.

This contract requires the recipient to adhere to (a) the duties defined in the approved job description; (b) all staff responsibilities and duties as set forth in the current Staff Handbook; and (c) all Board of Regents and institutional policies, procedures and administrative directives, in effect or adopted hereafter.

The Staff Handbook may be revised during the term of this contract. If the Handbook is so revised, this contract is automatically amended to include all changes made in said revision, effective the date of the revision.

I understand that no other communication by any representative of the College may in any way modify this contract, either expressly or impliedly.

All new employees shall serve a probationary period for the initial six (6) months after initial employment. During or at the end of the probationary period or any extension thereof, the employment of a probation staff member is "at-will" and such employment may be terminated by the President for any reason or for no reason at all.

If accepted, this contract must be signed and received in the Office of Human Resources no later than July 1, 2012. Failure to comply with this requirement will result in the automatic termination of this offer.

Nay Bancelo
President

7/11/12

Date

Melissa Velasquez

Staff Signature

6-28-12

Date



NORTHERN NEW MEXICO COLLEGE

921 Paseo de Oñate
Española, NM 87532

P.O. Box 160
El Rito, NM 87530



PERSONNEL ACTION NOTICE

EMPLOYEE PROFILE

☐ New ☒ Re-hire ☐ Transfer ☐ Termination ☒ Staff ☐ Faculty ☒ Exempt ☐ Non-Exempt

Employee Name: Velasquez, Melissa Position Number: 283701 Banner ID: 51790
Address: City: State: Zip: Social Security:
Phone: DOB: 80 Gender: E Ethnicity: Hisp Highest Degree: MA
Emergency Contact Name: Emergency Contact Phone:

EMPLOYMENT INFORMATION

Department: El Rito Center Grant/Program Name: Job Title: Interim Director
Effective Date: 2-1-2012 Salary Amount: \$60,000 ☒ Full-Time ☐ Part-Time
End Date: Stipends: Hours Authorized:
Probation Ends: Other: Hourly Rate: (if applicable)
Range: III ☒ new Step: 1 inter Total Contract: \$60,000 Total Estimated:

BUSINESS OFFICE

Account/Grant/Program No: ~~41241-2711-61301-101~~ 1000-61301-2711-122 Amount: \$60,000
Account/Grant/Program No: Amount:
Account/Grant/Program No: Amount:
(Must Equal Contract or Estimated Amount) TOTAL \$60,000

Notes: Original start date: PT-1/11/10- PT Instructor; FT-4/19/10 - ABE Director; 2/1/12 Interim Director

SIGNATURES

Employee Signature *[Signature]* Date 1-31-12
Executive Signature *[Signature]* Date 1-31-2012



NORTHERN NEW MEXICO COLLEGE

921 Paseo de Oñate
Española, NM 87532

P.O. Box 160
El Rito, NM 87530

COPY

PERSONNEL ACTION NOTICE

EMPLOYEE PROFILE							
<input type="checkbox"/> New	<input checked="" type="checkbox"/> Re-hire	<input type="checkbox"/> Transfer	<input type="checkbox"/> Termination	<input checked="" type="checkbox"/> Staff	<input type="checkbox"/> Faculty	<input checked="" type="checkbox"/> Exempt	<input type="checkbox"/> Non-Exempt
Employee Name: <u>Velasquez, Melissa</u>		Position Number: <u>100892</u>		Banner ID: <u>51790</u>			
Address: [REDACTED]		City: [REDACTED]	State: [REDACTED]	Zip: [REDACTED]	Social Security: [REDACTED]		
Phone: [REDACTED]	DOB: [REDACTED] <u>80</u>	Gender: <u>F</u>	Ethnicity: <u>Hisp</u>	Highest Degree: <u>MA</u>			
Emergency Contact Name: [REDACTED]		Emergency Contact Phone: [REDACTED]					
EMPLOYMENT INFORMATION							
Department: <u>Adult Basic Education</u>		Grant/Program Name: <u>Title V/Exito</u>		Job Title: <u>ABE Director</u>			
Effective Date: <u>7-31-11</u>	Salary Amount: _____		<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time				
End Date: <u>8-5-11</u>	Stipends: <u>\$600</u>		Hours Authorized: _____				
Probation Ends: _____	Other: _____		Hourly Rate: (if applicable) _____				
Range: _____ Step: _____	Total Contract: <u>\$600</u>		Total Estimated: _____				
BUSINESS OFFICE							
Account/Grant/Program No: <u>41143 1008 61303 122</u>		Amount: <u>\$600</u>					
Account/Grant/Program No: _____		Amount: _____					
Account/Grant/Program No: _____		Amount: _____					
(Must Equal Contract or Estimated Amount)		TOTAL <u>\$600</u>					
Notes: <u>CELT Training</u>							
SIGNATURES							
Employee Signature <u>[Signature]</u>		Date <u>8-26-11</u>					
Executive Signature <u>[Signature]</u>		Date <u>8-28-11</u>					



NORTHERN NEW MEXICO COLLEGE
Staff Contract

Northern New Mexico College hereby employs Melissa Velasquez for the position of ABE Director for the fiscal year, or portion thereof, beginning on July 1, 2011 and ending June 30, 2012 at an annual salary of \$48,500 to be paid in 24 installments, beginning on July 20, 2011.

This contract requires adherence to the duties defined in the approved job description, and to all Board of Regents and institutional policies, procedures and administrative directives, in effect or adopted hereafter.

Termination of this contract by the College will be in accordance with the regulations and policies of the approved Staff Handbook. This contract may also be cancelled if a condition exists in which Northern New Mexico College suffers insufficient funding by lack of sufficient appropriation of funds by either the state or federal government. Contract may also be cancelled upon ceasing of the program in which the bearer is employed, or, for causes outlined in the Staff Handbook.

If accepted this contract must be signed and received in the Office of Human Resources within 15 days of the date of signature of the President. Failure to comply with this requirement will result in the automatic termination of this offer.

All new employees, except for temporaries hired into a permanent position shall serve a probationary period for the initial six (6) months after initial employment. During or at the end of the probationary period or any extension thereof, the employment of a probationary staff member is "at-will" and such employment may be terminated by the President for any reason that he or she deems sufficient. (Refer to Part IV(B)(1) and (C)(1)(II) of the Staff Handbook.)

OTHER CONDITIONS

Nay Boncelis
President
7/5/11
Date
M. Velasquez
Staff Signature
6-30-11
Date



NORTHERN NEW MEXICO COLLEGE

921 Paseo de Oate
Española, NM 87532

P.O. Box 160
El Rito, NM 87530

PERSONNEL ACTION NOTICE

EMPLOYEE PROFILE							
<input type="checkbox"/> New	<input checked="" type="checkbox"/> Re-hire	<input type="checkbox"/> Transfer	<input type="checkbox"/> Termination	<input checked="" type="checkbox"/> Staff	<input type="checkbox"/> Faculty	<input checked="" type="checkbox"/> Exempt	<input type="checkbox"/> Non-Exempt
Employee Name: <u>Velasquez, Melissa</u>		Position Number: <u>271121</u>		Banner ID: <u>51790</u>			
Address: <u> </u>		City: <u> </u>	State: <u> </u>	Zip: <u> </u>	Social Security: <u> </u>		
Phone: <u> </u>	DOB: <u>80</u>	Gender: <u>F</u>	Ethnicity: <u>Hisp</u>	Highest Degree: <u>MA</u>			
Emergency Contact Name: <u> </u>			Emergency Contact Phone: <u> </u>				
EMPLOYMENT INFORMATION							
Department: <u>Adult Basic Education</u>		Grant/Program Name: <u> </u>		Job Title: <u>ABE Director</u>			
Effective Date: <u>7-1-11</u>	Salary Amount: <u>\$48,500</u>		<input checked="" type="checkbox"/> Full-Time		<input type="checkbox"/> Part-Time		
End Date: <u> </u>	Stipends: <u> </u>		Hours Authorized: <u> </u>		Hourly Rate: (if applicable) <u> </u>		
Probation Ends: <u> </u>	Other: <u> </u>		Total Contract: <u>\$48,500</u>		Total Estimated: <u> </u>		
Range: <u>III</u>	Step: <u> </u>						
BUSINESS OFFICE							
Account/Grant/Program No: <u>41211-2711-61301-101</u>			Amount: <u>\$48,500</u>				
Account/Grant/Program No: <u> </u>			Amount: <u> </u>				
Account/Grant/Program No: <u> </u>			Amount: <u> </u>				
(Must Equal Contract or Estimated Amount)			TOTAL <u>\$48,500</u>				
Notes: <u>Original start date: PT-1/11/10- PT Instructor; FT-4/19/10 - ABE Director</u>							
SIGNATURES							
Employee Signature <u>Melissa Velasquez</u>		Date <u>6-30-11</u>					
Executive Signature <u>Nay Rancelis</u>		Date <u>7/5/11</u>					



AUG 25 2010 AM 9:05

NORTHERN NEW MEXICO COLLEGE
LETTER OF APPOINTMENT

NAME: VELASQUEZ, MELISSA

ID: 000051790

ADDRESS:

DOB: [REDACTED] 1980

ETHNICITY: HISPANIC

HOME TELEPHONE NUMBER [REDACTED]

WORK TELEPHONE NUMBER:

E-MAIL ADDRESS: MVELASQUEZ@NNMC.EDU

DEGREE(S): MS

ARE YOU CURRENTLY CONTRIBUTING TO ERA OR AT ANOTHER INSTITUTION? NO

RETIRED FROM NEW MEXICO ERA? NO

COURSE/SECTION	COURSE TITLE	LAB/THEORY	CREDIT HRS.	S/CREDIT HR	SUB-TOTAL
(12045) ES 401 201	Community In Environmental Plng	T	3	\$646.42	\$1,939.26
TOTAL			6	\$646.42	\$1,939.26

THIS CONTRACT IS CONTINGENT UPON FULL ENROLLMENT IN EACH CLASS _____ (EMPLOYEE INITIALS)

ACCOUNT NUMBER: 11000-2268-61103-101

DEPARTMENT: MATH & SCIENCE

TOTAL AMOUNT COMPENSATED: \$ 1939.26

START DATE: 08/23/2010

ENDING DATE: 02/12/2010

APPROVAL BY BUSINESS OFFICE:

Supervisor Approval: Bernadette Chavira-Merriam

SIGNATURES

EMPLOYEE

CHAIR

PROVOST

PRESIDENT

DATE

DATE

DATE

DATE

Revised: 02/15/08 mav



NORTHERN NEW MEXICO COLLEGE
Staff Contract

Northern New Mexico College hereby employs Melissa Velasquez for the position of

Director of ABE for the fiscal year, or portion thereof, beginning on July 1, 2010

and ending June 30, 2011 at an annual salary of \$41,515 * to be paid in 24

installments, beginning on July 20, 2010.

This contract requires adherence to the duties defined in the approved job description, and to all Board of Regents and institutional policies, procedures and administrative directives, in effect or adopted hereafter.

Termination of this contract by the College will be in accordance with the regulations and policies of the approved Staff Handbook. This contract may also be cancelled if a condition exists in which Northern New Mexico College suffers insufficient funding by lack of sufficient appropriation of funds by either the state or federal government. Contract may also be cancelled upon ceasing of the program in which the bearer is employed, or, for causes outlined in the Staff Handbook.

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All new employees, except for temporaries hired into a permanent position shall serve a probationary period for the initial six (6) months after initial employment. During or at the end of the probationary period or any extension thereof, the employment of a probationary staff member is "at-will" and such employment may be terminated by the President for any reason that he or she deems sufficient. (Refer to Part IV(B)(1) and (C)(1)(II) of the Staff Handbook.)

OTHER CONDITIONS

***PRO-RATED**

Nancy Bando
President

7.27.10
Date

Melissa Velasquez
Staff Signature

6/28/10
Date

NORTHERN NEW MEXICO COLLEG.

PERSONNEL ACTION FORM

☐

FACULTY

☒

STAFF

TYPE OF ACTION: ☐ New Employee (W-4, I-9, PERA/ERA FORMS REQUIRED)
☐ Termination ☒ Re-employment ☐ Transfer

EMPLOYEE DATA

Banner ID

51790

Name Velasquez Melissa (Last) (First) (I.) Soc. Sec. No.: [REDACTED]
Address [REDACTED] (Street or P.O. Box) [REDACTED] (City) [REDACTED] (State) [REDACTED] (Zip)
[REDACTED] (Home Telephone No.) MA [REDACTED] 1980 F HISPANIC
(Highest Deg.) (Date of Birth) (Sex) (Eth.)

EMPLOYMENT INFORMATION

Position No. 271121

Dept. or Program: Adult Basic Education Title or Position: ABE Director
Range III Step Contract Amt.: \$41,515 1729.79 or Hrly. Rate \$
Effective Date: 7/1/2010 Prob. Per. Ends 10/19/2010
Temp. Empl. Ending Date: 6/30/2011 Hours Authorized (Week)
Funding Source ☐ Hard ☒ Soft Account No. 41211 2711 61301 105
Budget Check H. Tuzello 7/10/10 Note: Budget Check Required Before Approval. 5/12/10

EMPLOYEE STATUS CHANGE

From Dept./Prog.: Title/Position: Range: Step:
To Dept./Prog.: Title/Position: Range: Step:
Comments:

TERMINATION INFORMATION

Termination Effective Date Comments:

APPROVALS

Bernadette Chavira-Meriman 7-20-10
(Director/Chair) (Date)

(Provost) (Date)

MVECAJUEZ 6/28/10
(Employee) (Date)

Nay Bant 7-20-10
(President) (Date)

APR 22 2010 PM 10:40

NORTHERN NEW MEXICO COLLEGE

PERSONNEL ACTION FORM



FACULTY



STAFF

TYPE OF ACTION: ☐ New Employee (W-4, I-9, PERA/ERA FORMS REQUIRED)
☐ Termination ☒ Re-employment ☐ Transfer

EMPLOYEE DATA

Name Velasquez Melissa Soc. Sec. No.: [REDACTED]
 (Last) (First) (I.)
 Address [REDACTED] [REDACTED] [REDACTED] [REDACTED]
 (Street or P.O. Box) (City) (State) (Zip)
 [REDACTED] MA [REDACTED] 1980 F HISPANIC
 (Home Telephone No.) (Highest Deg.) (Date of Birth) (Sex) (Eth.)

EMPLOYMENT INFORMATION

Dept. or Program: Adult Basic Education Title or Position: ABE Director
 Range III Step E Contract Amt.: \$41,515 or Hrly. Rate \$
 Effective Date: 4/19/2010 Prob. Per. Ends 10/19/2010
 Temp. Empl. Ending Date: 6/30/2010 Hours Authorized (Week)
 Funding Source ☐ Hard ☒ Soft Account No. 41211-2811-61417-122
 6130/
 Budget Check *CR 4/22/10 \$8,648.95* Note: Budget Check Required Before Approval.

EMPLOYEE STATUS CHANGE

From Dept./Prog.: Title/Position: Range: Step:
 To Dept./Prog.: Title/Position: Range: Step:
 Comments: _____

TERMINATION INFORMATION

Termination Effective Date Comments:

APPROVALS

Bernadette Chavira-Merino *4-16-10* _____ *4-21-10*
 (Director/Chair) (Date) (Provost) (Date)
M. Velasquez *4/16/10* _____ *4/26/10*
 (Employee) (Date) (President) (Date)



NORTHERN NEW MEXICO COLLEGE
Staff Contract

Northern New Mexico College hereby employs Melissa Velasquez for the position of

Director of ABE for the fiscal year, or portion thereof, beginning on April 19, 2010

and ending June 30, 2010 at an annual salary of \$41,515 * to be paid in 4

installments, beginning on May 5, 2010.

This contract requires adherence to the duties defined in the approved job description, and to all Board of Regents and institutional policies, procedures and administrative directives, in effect or adopted hereafter.

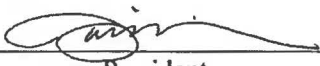
Termination of this contract by the College will be in accordance with the regulations and policies of the approved Staff Handbook. This contract may also be cancelled if a condition exists in which Northern New Mexico College suffers insufficient funding by lack of sufficient appropriation of funds by either the state or federal government. Contract may also be cancelled upon ceasing of the program in which the bearer is employed, or, for causes outlined in the Staff Handbook.

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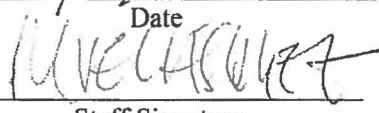
All new employees, except for temporaries hired into a permanent position shall serve a probationary period for the initial six (6) months after initial employment. During or at the end of the probationary period or any extension thereof, the employment of a probationary staff member is "at-will" and such employment may be terminated by the President for any reason that he or she deems sufficient. (Refer to Part IV(B)(1) and (C)(1)(II) of the Staff Handbook.)

OTHER CONDITIONS

***PRO-RATED**



President
4/29/10

Date


Staff Signature
4-19-10

Date

☒ FACULTY☐ STAFF

PERSONNEL ACTION FORM

TYPE OF ACTION: ☒ New Employee (W-4, I-9, PERA / ERA FORMS REQUIRED)
☐ Termination ☐ Re-employment ☐ Transfer

EMPLOYEE DATA

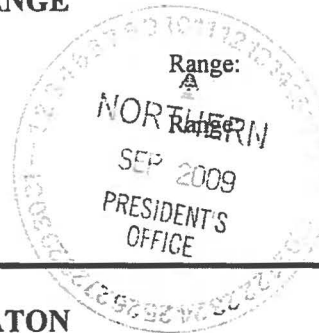
Name Velasquez Melissa (Last) (First) (I) Soc. Sec. No. [REDACTED]
Address [REDACTED] (Street or P.O. Box) [REDACTED] (City) [REDACTED] (State) [REDACTED] (Zip)
[REDACTED] (Home Telephone) MA [REDACTED] 80 (Date of Birth) F (Sex) Hisp (Eth.)

EMPLOYMENT INFORMATION

Dept. or Program: HEP Title or Position: Part-time Instructor
Range Step Contract Amt. or Hrly. Rate \$25.00
Effective Date: September 21, 2009 Prob. Per. Ends
Temp. Empl. Ending Date: December 12, 2009 Hours Authorized (Week)
Funding Source ☐ Hard ☒ Soft Account No. 41151 2837 61103 122
Budget Check *Deprecy 9/11/09* Note: Budget Check Required Before Approval

EMPLOYEE STATUS CHANGE

From Dept./Prog.: Title/Position: Range: Step:
To Dept./Prog.: Title/Position: Range: Step:
Comments:



TERMINATION INFORMATION

Termination Effective Date: Comments:

APPROVALS

[Signature] 9/10/09 *[Signature]* 9-11-09
(Director/Chair) (Date) (Director) (Date)
[Signature] 9/11/09 *[Signature]* 9/14/09
(Employee) (Date) (President) (Date)

NORTHERN NEW MEXICO COLLEGE

☒ FACULTY

☐ STAFF

PERSONNEL ACTION FORM

TYPE OF ACTION: ☐ New Employee (W-4, I-9, PERA / ERA FORMS REQUIRED)
☐ Termination ☒ Re-employment ☐ Transfer

EMPLOYEE DATA

Name Velasquez Melissa (Last) (First) (I) Soc. Sec. No. [REDACTED]
 Address [REDACTED] [REDACTED] [REDACTED] [REDACTED] (Street or P.O. Box) (City) (State) (Zip)
 [REDACTED] MA [REDACTED] '80 F Hisp (Home Telephone) (Highest Deg.) (Date of Birth) (Sex) (Eth.)

EMPLOYMENT INFORMATION

Dept. or Program: HEP Title or Position: Part-time Instructor
 Range Step Contract Amt. or Hrly. Rate \$25.00
 Effective Date: January 11, 2010 Prob. Per. Ends
 Temp. Empl. Ending Date: May 14, 2010 Hours Authorized (Week)
 Funding Source ☐ Hard ☒ Soft Account No. 41151 2837 61103 122
 Budget Check 01/28/2010 Note: Budget Check Required Before Approval

EMPLOYEE STATUS CHANGE

From Dept./Prog.: Title/Position: Range: Step:
 To Dept./Prog.: Title/Position: Range: Step:
 Comments:

TERMINATION INFORMATION

Termination Effective Date Comments:

APPROVALS

[Signature] 1/11/2010 (Date) (Director/Chair)
[Signature] 1/11/2010 (Date) (Employee)
[Signature] (Date) (Director)
[Signature] (Date) (President)
[Signature] (Date)



Sent Certified/Return Receipt
7013 2630 0000 3109 5558

NOTICE TO VACATE

May 20, 2014

Melissa Velasquez
P.O. Box 660
Abiquiu, NM 87510

Dear Ms. Velasquez:

You are hereby notified that Northern New Mexico College (College) is providing you with a thirty (30) calendar day notice to vacate the El Rito Campus house you are currently living in that belongs to the College.

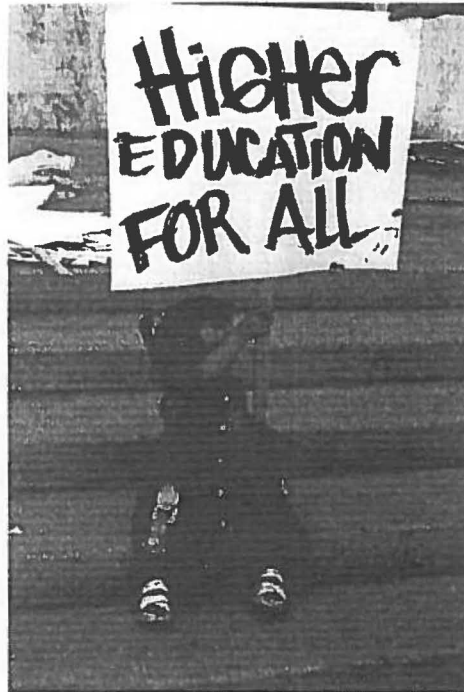
Please note that you will be responsible for any costs incurred as a result of your failure to comply with this notification or any unfulfilled financial obligations associated with your departure from the College property.

Respectfully,

Domingo Sanchez, III
Vice President for Finance and Administration

Diversity & Equity Spring Colloquium

Certificate of Participation



This certificate recognizes that

Melissa Velasquez

attended

"Diversity and Equity in the Classroom and Beyond:

Why it Matters, What's at Stake"

Facilitated by Dr. Louis Mendoza

January 9, 2012

Patricia Trujillo

Patricia Trujillo, Ph.D.
Faculty Organizer

Karen A. Dvorak

Karen Dvorak
Director of Human Resources





Certificate of Training *Professional Development*

This certificate is awarded to:

Melissa Velasquez

For 1.5 hours of organized instruction in:

**Sexual Harassment in the Workplace
Training**



Small Business Development Center
at Northern New Mexico College

"Building New Mexico's Economy One Business at a Time"

January 11, 2011

- Date

Julianne Barber

SBDC Director



NORTHERN NEW MEXICO COLLEGE

921 Paseo de Oate
Española, New Mexico 87532

CERTIFICATION REGARDING A DRUG-FREE WORKPLACE

I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance while under the employ of Northern New Mexico College.

Melissa Velasquez

Signature

5/4/10

Date

Melissa
Velasquez

PLEASE PRINT



NORTHERN NEW MEXICO COLLEGE
921 Paseo de Oñate
Española, New Mexico 87532

CERTIFICATION REGARDING A DRUG-FREE WORKPLACE

I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance while under the employ of Northern New Mexico College.

M. Velasquez

Signature

9-10-09

Date